



THE UNIVERSITY of
NEW ORLEANS
OFFICE OF PURCHASING

ADDENDUM # 1

Friday, May 14, 2021

TO: All Bidders

Reference: SEALED BID NUMBER BTB2658: LFA Security Full Term
BID OPENING: June 1, 2020@2pm
Bidder inquiries period ends May 19, 2021 at 4:30pm

Addendum may be returned by fax 504-280 6297 or email tabacino@uno.edu

Bid must be returned in sealed envelope.

The following information becomes a part of the specifications of the above referenced Invitation to Bid.

Good Afternoon Mr. Bacino

After reviewing the on IFB BTB2658 Lakefront Arena Security Services for the University of New Orleans, LA, we have the following questions:

1. Who is the current incumbent? See exhibit D
2. When was the current incumbent awarded the contract? Could you please provide us copy of current contract? Professional Service Contract February 24 2021, BTB2655 award May 3, 2021
3. Are there any subcontractors being used for the current contract? no
4. What was the initial term length of the current contract (for example, 1 year plus 4 year options, etc.) Professional Service Contract 02/24/2021-05/23/2021, BTB2655 05/24/2021-06/30/2021.
5. What was the start date of the initial contract? 02/24/2021
6. What was the amount spent in the last 12 months? \$9741.76
7. What was the total spent in the last in the last billed month? \$3685.92
8. Are there any other rates billed separately (such as equipment, vehicles, etc.) No
9. Are there any significant modifications from the previous contract to the new one? For instance, an increase in hours, a change in guard type (e.g., armed vs unarmed), a



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need for additional resources? See attached documents and bidder will have to determine what significant modifications is.

10. What is the estimated total number of annual hours for this contract? Answer is in the bid specifications. 4200 hours
11. What is the current bill rate for each position? see exhibit D
12. Are there any additional services that may be needed that are not listed in the RFP? For instance, the need of additional sites, seasonal required security, etc. Answer No
13. Beyond the state and federal minimum wage, is there a prevailing wage, living wage ordinance, local mandated wage, or contract-specific wage? See special terms 17.
14. Is a Bid Bond or performance bond required? If yes, how much? No
15. Is Exhibit C – Staffing Levels should be fill out and submit with our response? Not required.
16. Is Exhibit D – Indemnification Agreement should be submit with our response? Not required at time of bid.
17. By referring to this IFB for Security Guard Services is the Louisiana Preferences required to fill out and submit with our response? Disclosure Form answers question.

<image001.png>

18. Will your agency hold a public opening? No, due to Covid restrictions at this time, but we will notify all bidders the results and post on LaPac. Delivery of bids in person must be by appointment. For appointment send email to tabacino@uno.edu

Bid date and time is on the cover sheet. If yes, can you please provide with the date, time, and location? Could you please clarify how many originals and copies are being requested of the technical proposal and the cost proposal? One, multiple copies is not required.

Is there a specific way you would like the response to be prepared? Prefer unbound but no requirement. Must be signed in ink not pencil. For example: bound, unbound, 3-ring binder(s), pages limits, paper type, etc.?

Thank you!

Nagah Abdelshahid

Business Development

Vets Securing America

Direct: (424) 266-7684

Office: (310) 645-6200

Fax: (310) 645-6233



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Question from True Focus

How many supervisor hours a week are there for BTB2658?

Answer: Exhibit B Letter C: A maximum of 50hrs, total, to train all officers working the post. There are no regular supervisor hours required as this is a one man post.

All bidders should acknowledge receipt of this addendum in submitting their Bid. Failure to do so may be cause for rejection of Bid without further consideration.

Troy A Bacino
Assistant Director

ACKNOWLEDGMENT OF ADDENDUM

(bidder)

(authorized signature)

(address)

(printed or typed)

SECURITY SERVICE CONTRACT

THIS SECURITY SERVICES CONTRACT ("Contract") made on the **24th day of February 2021** is executed by and between, **UNO Lakefront Arena** with offices at **6801 Franklin Ave., New Orleans, LA 70122** ("**Owner/Client**") and **EDIFICE PROTECTION GROUP, INC.**, a California corporation, with offices at **120 Reef Mall, Marina Del Rey, CA 90292** ("**Contractor**").

1. Term.

Contractor shall furnish uniformed security officers for the Building(s) located on the Properties set forth on **Exhibit A** (each and collectively "**Premises**") for 90 days commencing on 2/24/2021 through May 23, 2021 subject to Section 7 herein. The terms of this service contract include Exhibit A of the Proposal for Service for Lakefront Arena. *gju*

2. Services.

The security services to be provided by Edifice Protection Group, Inc., including the number of man hours to be so provided shall be mutually agreed upon by Edifice Protection Group, Inc. and the Client and shall be specified in writing, and signed by both parties. Changes in such services may be made from time to time by mutual agreement of the parties, and any such Addendum shall become effective only when specified in writing and signed by both parties. Any such Addendum referring to the Agreement, and signed by both parties shall form a part of this Agreement and shall be incorporated herein by reference as if written out in their entirety. Client agrees to indemnify and hold Edifice Protection Group, Inc. harmless from any claim, loss, injury, damage or other liability arising from Edifice Protection Group, Inc. personnel performing at the request or direction of Client, services other than those set forth in writing and signed by both parties. All services by Edifice Protection Group, Inc. shall be deemed satisfactory unless written notice is received by Edifice Protection Group, Inc. within ten (10) days from the date performance or such services and 30 days without clause.

3. Insurance.

Client agrees to assume all risks of loss or damage to its premises, business and property and to property of others on Client's premises occurring as a result of fire, theft, or other casualty and Client waives its right of recovery against Edifice Protection Group, Inc. for any such loss or damage however caused.

Edifice Protection Group, Inc. shall defend, indemnify, and hold harmless Client, its agents and employees from or against any loss, damage, injury, judgment, liability, claim, lien or cause of action, including attorney's fees and/or costs, for injury to person or property, or death of a person (collectively hereinafter "Claims"), to the extent that such Claims arise out of the performance of services under this Agreement and was caused by the negligence of Edifice Protection Group, Inc., its employees or agents while acting within the course and scope of their duties and authority.

In no event shall Edifice Protection Group, Inc. be liable for any claims caused in whole or in part by the active or passive negligence or willful misconduct of Client (including any defect on the premises) or its employees or agents, or for consequential or incidental damages or loss of profits. Client shall defend, indemnify, and hold harmless Edifice Protection Group, Inc., its agents or employees from and against any and all claims resulting from, or alleged to be resulting from, the active or passive negligence or willful misconduct of Client in connection with the property or Edifice Protection Group, Inc. performance of its services hereunder, including any non-standard services (i.e. not specified herein or in any written Post Orders) performed by Edifice Protection Group, Inc. at the request, direction, or on behalf of the Client.

The indemnity obligations of Edifice Protection Group, Inc. and Client set forth herein shall survive the expiration or termination of this Agreement.

Client waives any and all rights of subrogation that client may have and/or that any insurer of Client may have against Edifice Protection Group, Inc. The amounts payable to Edifice Protection Group, Inc. under this Agreement are based solely upon the value of services rendered and are unrelated to the value of Client's property or lives or

(vi) Furnish trained and qualified, unarmed security personnel in sufficient numbers to provide service as requested by the Owner. To the extent reasonably possible, this service will be continuous regardless of weather, disaster, strikes, or threatened strikes.

(vii) Contractor personnel must work their assigned post completely alert and fit to perform their prescribed tasks.

(e) Equipment, Material & Supplies.

- (i) Owner-furnished equipment, material, supplies, including without limitation Building keys, shall remain the property of the Owner and will not be used for any purpose other than in the performance of Owner's security functions.
- (ii) Contractor-furnished equipment shall remain the property of the Contractor and will not be used for any purpose other than in the performance of Owner's security functions.
- (iii) All officers assigned to Owner's premises will be required to report for duty in a uniform consisting of the proper designated attire as set forth in Exhibit E. A patch identifying the contract security service firm will be displayed on the uniform in accordance with applicable regulations of the State in which the Premise is located.

5. **Independent Contractor.**

It is expressly understood that Contractor is an independent contractor. As an independent contractor, Contractor agrees to comply with all laws, rules, and regulations, whether federal, state, or municipal, which now or in the future may be applicable to all services or work performed under this Contract, or applicable to Contractor's business, equipment, agents, or employees engaged in or in any manner connected with its performance under this Contract. Contractor represents and warrants that it is an expert in the work and services it will perform and provide, that its employees and agents have been trained (and shall continue to be trained) to follow all applicable laws, rules and regulations, and work safety requirements from time to time in effect. It is further agreed by the parties hereto, however, that Contractor, its agents, and employees shall have and hereby do have, the full power and authority of Owner to enter in and upon the Premises at the times and upon the occasions required by the terms of this Contract in performance of the terms hereof.

6. **Confidentiality; Use of Owner Name.**

All information and data that is received by Contractor from Owner shall be treated as confidential by Contractor and all of Contractor's employees, agents, and subcontractors, and Contractor shall take all precautions necessary to prevent disclosure of such information or data verbally or in writing to others except upon the express written approval of Owner.

7. **Defaults and Termination.**

(a) Default. Owner reserves the right to terminate this Agreement due to default by Contractor of any of its obligations hereunder upon seven (30) days' written notice if said default is not cured within said time period, or immediately if at any time during the term of this Agreement there shall be filed by or against Contractor in any court, pursuant to any statute, either of the United States, or of any state, territory or possession, a petition in bankruptcy or insolvency or for reorganization or for the appointment of a receiver to receive all or a portion of Contractor's property, or if Contractor makes an assignment for the benefit of creditors. Notwithstanding what is set forth herein, Owner may immediately terminate this Agreement if Contractor fails to perform due to labor disharmony or disputes or if Contractor's employees or their allies picket any of the Premises.

(b) Termination by Contractor. Contractor may terminate the Agreement with thirty (30) days' written notice to Owner in the event of (i) a material change in Contractor's insurance coverage relevant for the Agreement, provided that Contractor provides Owner written evidence of such change, or (ii) a change in

property of others. Any offset by Client from amounts payable to Edifice Protection Group, Inc. without Edifice Protection Group, Inc. prior (written) agreement is prohibited.

(a) Contractor agrees to carry and keep in force at all times during the life of this Contract the following insurance in companies and in form satisfactory to Owner:

- (i) Worker's Compensation and Employer's Liability Insurance
- (ii) Commercial General Liability, Bodily Injury, and Property Damage Liability

(b) Contractor shall furnish certificates of insurance to Owner, in form and substance satisfactory to Owner, evidencing that insurance required hereunder has been secured.

(c) **NO WARRANTY:**

Client recognizes that Edifice Protection Group, Inc. is not an insurer of property or persons and makes no warranty, express or implied, that the services provided will prevent loss, damage or injury to Client's guests, invitees, employees, property, or from the injury or death of any person whomsoever or the consequences therefrom. The services provided hereunder do not constitute maximum security, but provide a degree of security resulting from the reasonable efforts of security personnel to carry out mutually agreed upon security procedures during the hours stipulated.

4. **General Responsibilities** - Set forth hereinafter are the general responsibilities of Contractor in providing personnel, equipment, and services for Owner under this Contract. Any changes to be made subsequently by the Owner or Contractor will be subject to negotiations between these parties. Contractor has no obligation to perform any duties or services (and will bear no responsibility for duties and services) other than those expressly specified in this Agreement.

(a) Scope of Work:

(i) Maintain discipline, excellent appearance, professional demeanor, integrity, and attention to duty among contractor personnel.

(ii) Require contractor personnel to enforce Owner and Contractor security policies, procedures, and orders.

(iii) Furnish Owner with names and phone numbers of Contractor supervisory personnel who can be contacted at any time to respond to Owner's needs.

(iv) Notify Owner and the appropriate public safety agency immediately of any evidence of fire, emergency, or criminal activity observed, reported or discovered. Contractor shall notify Owner immediately of any other damage to the Property, personal injury or hazardous condition discovered on the Property by Contractor. Contractor shall notify Owner immediately if Contractor is unable to secure the Property when scheduled or otherwise required by Owner.

(v) Contractor shall furnish to Owner accurate reports in written form according to the following schedule:

REPORT	FREQUENCY	DEADLINE
Incident Report	Per Incident	48 HR
Daily Activity Report	Once per day	8:00 AM the next business day, or as soon thereafter
Staffing Report	When invoice client	Included with Billing Statement

applicable law, rules or government regulations, in Contractor's reasonable discretion, would constitute or require a material change of duties or services to be provided by Contractor under the Agreement.

(c) Other Termination. Either party may terminate this Contract without cause after giving the other party 30 days advance written notice. Any reduction of services shall require 30 days advance written notice unless otherwise agreed in writing between the parties. Notwithstanding what is set forth herein, Owner may immediately terminate this Agreement if Contractor fails to perform due to labor disharmony or disputes or if Contractor's employees or their allies picket any of the Premises. In addition, each Owner may terminate this Agreement only as to the Premises owned by said Owner without terminating the entire Agreement. If such a partial termination occurs, the requirements and obligations of this Agreement shall be reduced proportionately.

8. **Wages and Billing.**

(a) Promotions/Pay Increases. The wage program is designed to minimize guard turnover and to motivate guards to perform at a level above that which is required. Contractor personnel shall advance to a higher labor rate in accordance with the merit levels, as reasonably determined by Contractor and client/owner.

(b) Costs. The security officers will be employees of Contractor and Contractor will pay all wages, salaries, overtime, vacation, insurance, federal and state payroll taxes,

(c) Invoices. The Contractor shall submit (Bi-weekly/monthly) invoices for charges due under the Contract. The billing rates are reflected in **Exhibit D**. Applicable sales tax will be added in accordance with state law. Owner shall make payments for said invoices within **30 days**. If Owner disputes any portion of the Contractor's monthly invoice, Owner may pay the undisputed portion of the invoice and advise the Contractor in writing of the disputed portion.

(i) Billing Rates. Billing Rates are set forth in Exhibit D.

(ii) Straight Time. Straight time billing rates shall apply to a normal forty (40) hour work-week.

(iii) Overtime. The Owner may be billed at overtime billing rates only when such additional overtime is incurred at the Owner's direct request.

(iv) Holidays. Approved holidays are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Holiday billing rates shall start at 12:01 a.m. and end at 11:59 p.m. on Holidays.

(v) Overtime/Holiday Rate. To be invoiced at one and one-half times the Billing Rate.

(vi) Vacation. Contractor (Edifice) will provide vacation paid following Edifice paid vacation policy. Client will cover any requests for paid vacation. (Client will cover Grandfather with more than 80 hours paid vacation). Contractor paid vacation policy is as follow: 40 hours between years 1-5, 80 hours after 5 years, full time employees only), Edifice will honor years of seniority for grandfather employees for the propose of vacation paid. All vacation hours above Edifice policy shall be invoiced separately as they occur, and will cover regular hours, taxes and insurance and billed to client accordingly.

(vii) Overtime / During Catastrophic Times. In the event we are faced with unprecedented times during the event of catastrophes such as a hurricane, tornadoes, COVID-19 pandemics, etc. and our guards are subject to working overtime, the overtime will be billed at our cost not that of the client.

9. **Assignment/Amendments.**

Contractor shall not assign or sublet this Contract, the services or work to be provided hereunder, or any part hereof, without the prior written consent of Owner.

10. **Health and Safety.**

(a) The Contractor shall observe all federal, state, and local laws and regulations pertaining to health and safety.

(b) The client/owner agrees that it will comply with OSHA hazard communication standard and will indemnify and hold EDIFICE harmless from all claims, including injuries to company employees arising out of a condition existing at client's premises or client's violation of any safety or health-related law or regulation.

(c) Client further agrees to: (1) make available to EDIFICE the material safety data sheet for each hazardous chemical to which EDIFICE employees may be exposed at client's premises (2) inform EDIFICE of precautionary measures that need to be taken to protect EDIFICE employees and labeling all hazardous material.

(d) The importance of safety of all workers shall be recognized, and accident prevention shall be an integral part of the Contractor's operations.

11. **Miscellaneous.**

(a) Entire Agreement. This Contract supersedes all previous agreements or contracts between Contractor and Owner and represents the entire Contract between the parties. This Contract may not be modified or amended, except in writing, signed by Contractor and Owner.

(b) Conflict. The terms, conditions, and requirements of this Contract shall prevail in the event of a conflict with the terms, conditions, or requirements of any work orders, purchase orders, or similar agreements, oral or written, entered into between the parties through their duly authorized representatives.

(c) Absence of Contractor Management. In the event the Contractor Supervisor, lead officer, or other duly authorized representative, is not present where it may be desired to give directions in the event of emergency, orders may be given by the Owner. Such orders shall be received and obeyed by the Contractor's employees to secure the quality, safe conduct of the work, and/or the safety of the public.

(d) Delay. Neither party shall be considered in default in the performance of its obligations under the Contract to the extent that the performance of its obligations is prevented or delayed by any cause beyond its reasonable control including, without limitation, acts of God; acts or omissions of governmental authorities (including any legal enactment, decree or moratorium, or any regulation, rule, practice or guideline of a public authority, or any intervention of a public authority, an act of nationalization, confiscation or expropriation) or the other party; strikes, lockouts, or industrial disturbances; acts of public enemy; wars; blockades; riots; any violent or armed action, hi-jacking or act of terrorism; civil disturbances; epidemics; floods; hurricanes; tornadoes; and other similar events, acts, or omissions. Notwithstanding what is set forth herein, Contractor's performance shall not be delayed or hindered by strikes, lockouts or other labor disputes, including picketing.

(e) Notices. All written notices required or permitted to be given under the Contract shall be delivered to the party at the party's address specified in the opening recital of this Agreement or such other address as indicated by 30 days' written notice to the other party by delivery in person, telegraph, facsimile, or U.S. mail with first-class postage prepaid. No notice shall be effective until received by the party to whom addressed.

(f) Applicable Law. **THIS CONTRACT SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE APPLICABLE LAWS OF THE STATE IN WHICH THE PROPERTY (IES) ARE LOCATED AND THE UNITED STATES OF AMERICA FROM TIME TO TIME IN EFFECT.** The Count in which the Property (ies) are located shall be the only proper place for venue for any suit, action, or other proceeding arising out of or relating to this Contract.

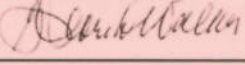
(g) Unenforceability. In case one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

[Signatures on following page]

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the date first written above.

OWNER:

UNO Lakefront Arena

By: 

Name: Troy Carmichael

Title: _____

Date: _____

Name: Gloria Walker

Title: Vice President, Business Affairs and CFO; University of New Orleans

Date: 02/24/2020

CONTRACTOR:

EDIFICE PROTECTION GROUP, INC.

A California corporation

By: _____

Name: Gary Poynor

Title: Vice President

Date: _____

**EXHIBIT A
OWNERS AND PROPERTIES**

PROPERTY	PROPERTY ADDRESS	CONTACT NAME/INFORMATION
UNO Lakefront Arena	6801 Franklin Ave. New Orleans, LA 70122	Troy Carmichael Gloria Walker

EXHIBIT B

TRAINING AND DEVELOPMENT

Newly assigned officers to an Owner/ client property will be required to pass the following training stages before they can be assigned to a post individually:

- a. Pass successfully state required training classes towards their license application in an institution certified under the state security licensing Unit
- b. Study contractor policies and procedures (employee handbook, memos, disclosure forms...)
- c. On the Job Training supervised by the site supervisor (40/80 Hr) which will cover the following items:
 - Introduction of the SO to property managers and their team (office staff, engineers, cleaning)
 - Property Tour (know your work area, doors, floors, tenants)
 - Life Safety Systems
 - Parking Policy around site (cars, bikes)
 - Parking policy of vendors in loading dock
 - Building garage parking rules
 - Work schedule (know the hours of security operation and building operation and what is required to do in each of the 24/7 time schedule, weekdays/weekend schedule)
 - Equipment used on site
 - Security Forms used on site and location
 - Computer use and policies on post (if applicable)
 - Know how to control CCTV monitors and other system monitors.
 - Review Site control panels (fire, alarm, elevator control) and what to do in emergency
 - Building policies and requirements
 - Access control (system used, access during hours, after hours, Tenants, visitors)
 - Cleaning crew control and policies.
 - Lock and key use policies
 - Delivery policy (Mail (USPS, UPS, FEDEX), Food delivery)
 - Security team duties on site (lobby, loading dock)
 - Patrol duty on site (if applicable), system used, and hours...
 - Radio communication (use of radio, rules of use)
 - What is allowed and not allowed on the post.
 - Incident response and reports writing policy on site
 - Chain of command – call order
 - Theft prevention and reports
 - Lost and found policy
 - Public Relations and communication with visitors and tenants
 - Emergency response:
 - Elevator Malfunctions/Entrapments
 - Fire alarm (False & real)
 - First aid response (single, multi injury)
 - Rubbery (sites with bank location)
 - Theft
 - Slip and fall
 - Hazardous material
 - Extreme weather conditions
 - Bomb threat
 - Hostage situation
 - Active Shooter
 - Fire Extinguisher locations and how to operate fire extinguisher
 - Site malfunction and reporting procedures (broken door, glass, lights not working...)
 - Sexual Harassment (how to deduct and report)
 - Site general orders and reading post orders (**SO must read post orders before assign to a post**)

- Site supervisor will conduct first **7 hours** where he/she will cover all items mentioned above (morning shift)
- SO will then leave and come back for **32 Hrs.** training of the shift that he scheduled to take over
- SO will then leave and come back for last meeting with the supervisor for Q's and verbal quiz about the training the officer received (**1 hr.**)

d. **Annual refreshment training (4 hours)**

All officers both new and existing must annually complete four (4) hours of company orientation and emergency preparedness training on site as outlined for the following disciplines:

- Contractor and owners policies and procedures
- Public relations
- Fire Alarm Systems - smoke, water flow, tamper switches, public address, etc.
- Bldg. Emergencies - elevator entrapments, fire, smoke, bomb threats, power failures, floods, hostage, active shooter, etc.
- Yearly review of building emergencies, incident and other related material
- Q & A

* In accomplishment of each training stage, SO will sign and date training check list

**EXHIBIT C
STAFFING LEVELS**

Security Coverage- 24 hour, 7 days a week, with daily reports that shall be required of all shifts/personnel. Customer service is top priority; officers may be called upon to assist property management, engineering and building tenants. Patrol officer will be responsible for checking exterior doors. Professional uniforms to be provided by Contractor, Contractor may use Owner or Manager uniform provider. Owner or Manager will determine uniform selection.

Property Name	UNO Lakefront Arena			
Property Location	6801 Franklin Ave. New Orleans, LA 70122			
	Post #1=	Post #2=	Post #3=	Post #4=
# Of SO in each post per shift	1			
Post need to be covered by SO OR Supervisor	0			
1st shift Hr.	8:00am – 4:00pm			
2nd shift Hr.	4:00pm – 8:00pm			
3rd shift Hr.				
Total # of SO per post	1			
Total SO needed for Property	2			
Total Labor hrs. per post per Day	12			
Total labor hrs. per post per week				
Total labor hours of all posts per week	84			
	Hours can be adjusted as needed. <i>gju</i>			

EXHIBIT D
WAGE AND SALARY SCHEDULE

The following table represents the pay and bill rates for all positions at UNO Lakefront Arena
6801 Franklin Ave. New Orleans, LA 70122

[illegible]

EXHIBIT E UNIFORMS

1. Uniforms. Contractor shall furnish to security personnel the following uniforms and equipment in reasonable numbers as determined by Contractor:

- (a) White dress shirts & Tie;
- (b) Black Blazer & black Slacks;
- (c) Belt and shoes provided by employee;
- (d) Each employee is requiring wearing black clean shoes.
- (e) Coat to each employee based on state and weather conditions
- (f) No emblems or patches on uniforms

Contractor understands Owner has a standard uniform specification and Contractor assumes responsibility for procuring the specific uniform that meets Owner's approval. Hertz Management shall provide all such uniforms and equipment at no cost to EPG. Contractor shall be responsible for updating the uniform at a standard market wear and tear schedule, at the cost of Hertz Management. Dry cleaning costs will also be the responsibility of the Hertz management group.

2. Dress Standards. The following dress standards shall apply to security personnel at all times when on duty at the Property:

- (a) All security personnel must wear black shoes as part of the uniform;
- (b) Only black socks shall be worn;
- (c) All security personnel will wear black leather belt as part of the uniform;
- (d) The name badge shall be worn at all times affixed either to the shirt pocket or the inside pocket of the double-breasted blazer;
- (e) Only a nametag approved by Owner and provided by Contractor will be worn on the uniform;
- (f) If T-shirt is used to be wearing under the shirt is has to be a clean white high-necked T-shirt by all male security personnel;
- (g) Female security personnel will wear a brassiere at all times while on duty;
- (h) Sunglasses shall not be worn while on duty;
- (i) Only one ring per hand may be worn;
- (j) No bracelets shall be worn unless they are of the medical-alert variety;
- (k) Chains and necklaces, if worn, shall not be visible;
- (l) Male security personnel shall not wear earrings while on duty; and
- (m) Female security personnel may wear earrings if they have pierced ears, consisting of only simple post and studs (no hoops, dangling or clip-on earrings to be allowed).

3. Grooming Standards. The following grooming standards shall apply to security personnel at all times when on duty at the Property:

- (a) Hair length for male officers shall not fall below the upper one-third (1/3) of the ear, nor will it hang over the collar of the uniform shirt;
- (b) Hair shall not be cut in such a manner as to appear to have designs;
- (c) Male officers will be permitted to wear mustaches, provided that the same do not extend past the corners of the mouth;
- (d) Sideburns for male officers shall not extend past the bottom of the earlobe and shall not exceed one (1) inch in length;
- (e) Male officers shall not wear beards or goatees of any type;
- (f) Except as provided elsewhere herein, male officers shall report to work clean-shaven;
- (g) Facial makeup worn by female officers shall be conservative and not excessive;
- (h) Colognes and perfumes shall be mild in scent and subject to Owner's discretion;
- (i) Female officer's fingernails will not be extraordinary in length and shall not interfere with performance of the Services; and
- (j) Fingernail polish, if worn, will be either clear or a muted color.

4. Subject to Change. The uniform, dress and grooming standards set forth herein shall be subject to modification by Owner from time to time, at Owner's discretion.



THE UNIVERSITY of
NEW ORLEANS

RECEIVED
PURCHASING OFFICE
2021 APR 26 AM 9:43
UNIVERSITY OF
NEW ORLEANS

INVITATION FOR BID
FOR UNDER \$30,000 OR LESS

BID NAME AND NUMBER:
LAKEFRONT ARENA SECURITY SERVICES, BTB2655

BID OPENING TIME AND DATE:
Thursday, April 29, 2021, 2:00 pm

BUYER:
Troy A Bacino
purchasing@uno.edu
TABACINO@UNO.EDU

RETURN ALL BIDS TO THE FOLLOWING ADDRESS:

Purchasing Office
Administration Annex 1004G
University of New Orleans
2000 Lakeshore Drive
New Orleans, Louisiana 70148
Phone: (504) 280-6214
Fax: (504) 280-6297

Standard Terms and Conditions

These standard terms and conditions apply to all UNO solicitations, unless otherwise specifically amended and provided for in the special terms and conditions, specifications, or other solicitation documents. In the event of a conflict between the General Instructions to Bidders or Standard Terms & Conditions and the Special Terms & Conditions, the Special Terms & Conditions shall govern.

Auditors

Bidders agrees that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors and/or the University's auditors will have the option of auditing all accounts of the Bidder which relate to this purchase.

Award

Award will be made to the lowest responsible and responsive bidder. The University reserves the right to award the items, separately, grouped, or on an all-or-none basis, and to reject any or all bids and to waive any informalities including technicalities in specifications that would preclude competition.

All solicitation specifications, terms, and conditions will be made part of any subsequent award as if fully reproduced and included therein, unless specifically amended in the formal contract.

Bidder Inquiries

If a bidder is in doubt as to the meaning of any part of a solicitation, bidder may submit a written request for interpretation to the Buyer of Record. Requests must be received in the Purchasing Office no later than April 27, 2021 prior to the opening of bids. Any interpretation of the documents will be made by Addendum only, issued by the Purchasing Office, and a copy of such Addendum will be sent to all known bidders. The University will not be responsible for any other explanation of the documents.

Contrary Terms and Conditions

Submittal of any terms and conditions contrary to those contained within this solicitation may cause your bid to be rejected. By signing this bid, vendor agrees that any terms and conditions which may be included in their bid are nullified.

Equal Employment Opportunity Compliance

By submitting and signing this bid, vendor agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Executive Order 11246, Rehabilitation Act of 1973, as amended; the Vietnam Era Veteran's Readjustment Assistance Act of 1974; Title IX of the Education Amendments of 1972; the Age Act of 1975; the Americans with Disabilities Act of 1990. Vendor agrees not to discriminate, and to render services without regard to race, color, religion, sex, age, national origin, veteran status, political affiliation, handicap, disability, or other non-merit factor. Failure to comply shall be grounds for termination of any contract entered into as a result of this solicitation.

Equivalency

Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such

General Instructions to Bidders

1 Invitation to Bid

Bids for the following items and/or services specified are hereby solicited, and will be received by the Purchasing Office until the stated bid opening time and date and then publicly opened.

2 Authority to Sign

Bids must be signed by a person authorized to bind the vendor. In accordance with R. S. 39:1594(C)(4), the person signing the bid must be: 1) A current corporate officer, partnership member or other individual specifically authorized to submit bids as evidenced in appropriate records on file with the secretary of State; or 2) An individual authorized to bind the vendor, as evidenced by a corporate resolution, certificate, or affidavit; or 3) other documents indicating authority which are acceptable to the University.

3 Read Solicitation

Read the entire solicitation, including all terms, conditions, and specifications.

4 Corrections

All bids should be returned on the forms furnished and must be typed or written in ink. Any corrections or erasures must be initialed by the bidder.

5 Delivery of Bids

Bids may be submitted in person, by mail, or via facsimile or electronic transmission. The mailing address, fax number, and e-mail address are listed on the cover sheet. All faxed or e-mailed bids will be printed and put into envelopes by office personnel.

Bids delivered in person or by mail should be placed in a sealed envelope and marked with the bid name and number, the bid opening time and date, and the name and address of the bidder. The same information should be affixed to any additional materials sent as a part of the bid submission.

6 Bid Alterations

Alterations to bids will be accepted provided both the bid and alterations have been received in the Purchasing Office prior to bid opening time and date.

7 Late Bids

Late bids will not be accepted and will be returned unopened. Each bidder is solely responsible for the timely delivery of its bid. The University will not be responsible for any delay in the delivery of bids.

8 Delivery/Freight Charges

Bid prices will include all delivery/freight charges paid by the vendor, F.O.B., UNO, inside delivery, New Orleans, La, unless otherwise stated in the specifications. Any invoiced delivery charges not quoted and itemized on the UNO purchase order are subject to rejection and non-payment.

9 Taxes

Vendor is responsible for including all applicable taxes in the bid price. The University of New Orleans is exempt from all Louisiana state and local sales and use taxes. By accepting an award, all firms acknowledge their responsibility for the payment of all taxes duly assessed by the State

of Louisiana and its political subdivisions for which they are liable.

10 Payment

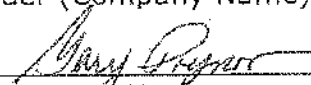
Assuming there is no prompt payment discount provision, payment will be made within thirty (30) days from receipt of products in satisfactory condition, or within thirty (30) days from date of invoice, whichever is later. Delinquent payment penalties are governed by L.R.S. 39:1695. Vendor penalties to the contrary shall be null and void, shall have no legal force, and shall not be recognized by the University in any dispute.

11 Acceptance

Only the issue of a purchase order or a signed acceptance of a proposal constitutes acceptance on the part of the University.

Bid Signature

By signing this bid, the bidder certifies compliance with all general instructions to bidders, terms, conditions, and specifications, and further certifies that this bid is made without collusion or fraud.

<u>EDIFICE PROTECTION GROUP</u>	<u>650 POYNDRS ST, STE 1145, NEW ORLEANS, LA 70130</u>
Bidder (Company Name)	Mailing Address
<u></u>	<u>NEW ORLEANS, LA 70162</u>
Authorized Signature	City, State, Zip Code
<u>GARY POYNDR</u>	<u>504-208-5666</u>
Printed Name	Phone Number
<u>V.P.</u>	<u>504-613-6493</u>
Title	Fax Number
<u>gpoynr@edificeprotection.com</u>	<u>45-5329899</u>
E-Mail Address	Federal Tax ID #

references are not intended to be restrictive. Bids will be considered for any brand that meets or exceeds the quality of the specifications listed for any item. Bidder must state the brand/model he or she is bidding on each item. Bids not specifying brand and model number will be considered as offering the exact product specified in the solicitation.

It will be the sole responsibility of the Bidder to prove equivalency. Bidder will submit with the bid all illustrations, descriptive literature, and specifications necessary to determine equivalency. Failure to do so may eliminate the bid from consideration. The decision of the University as to equivalency will be final.

Governing Law

This purchase shall be construed in accordance with and governed by the laws of the State of Louisiana.

Louisiana Preference

A preference will be given to materials, supplies, and provision produced, manufactured, assembled, grown, or harvested in Louisiana, quality being equal to articles offered by competitors outside of the state. However, it will be the bidder's sole responsibility to indicate on his bid response which items were (or would be) produced, manufactured, assembled, grown, or harvested in Louisiana. Bidder must be able to provide satisfactory evidence to support preference claim if requested by the University. The enclosed Louisiana Preferences **must** be returned as a part of this bid.

Legislators Prohibited

According to L.R.S. 42:113(D)) the University is prohibited from entering into any contract or subcontract with a legislator or person who has been certified by the Secretary of State as elected to the Legislature or spouse of a legislator, or any corporation, partnership, or other legal entity in which the Legislator or his/her spouse owns an interest, except publicly traded corporations. Each bidder **must** return the enclosed Disclosure Form as a part of his bid.

New Products

All products are to be new, current model, and of best quality as measured by accepted standards of the trade. No remanufactured, demonstrator, used, or irregular products will be considered for purchase unless otherwise specified.

Warranty

The manufacturer's standard published warranty and provision will apply, unless more stringent warranties are otherwise required by UNO and specified in the solicitation. In such cases, the bidder and/or manufacturer will honor the specified warranty requirements, and bid prices will include any premium costs of such coverage.

DISCLOSURE FORM

EACH BIDDER IS TO DISCLOSE THE FOLLOWING INFORMATION BY ANSWERING YES OR NO TO THE FOLLOWING QUESTIONS:

1. Is the bidder a legislator or person who has been certified by the Secretary of State as elected to the Legislature? NO
2. Is the bidder a spouse of a legislator? NO
3. If the bidder is a corporation, partnership, or other legal entity, does a legislator or his spouse own any interest in that corporation, partnership or other legal entity? NO
4. If the bidder is a corporation, is it a publicly traded corporation? NO

LOUISIANA PREFERENCES

FAILURE TO SPECIFY BELOW INFORMATION **WILL** CAUSE ELIMINATION FROM PREFERENCE.
Preferences shall not apply to service contracts.

In accordance with the Louisiana Revised Statutes 39:1595, a preference of 10% may be allowed for products produced, manufactured, grown or assembled in Louisiana of equal quality.
Do you claim this preference? YES _____ NO ✓

Specify Item Numbers: _____

Specify location within Louisiana where this product is produced, manufactured, grown or assembled: _____

Do you have a Louisiana Business workforce? YES ✓ NO _____

If so do you certify that at least fifty percent (50%) of your Louisiana business workforce is comprised of Louisiana residents? YES ✓ NO _____

Special Terms and Conditions

1. The above quantities are estimated to be the amounts needed. In the event a greater or lesser quantity is needed, the right is reserved by the University to increase or decrease the amount at the unit price stated in the bid.
2. Discounts for less than 1% and for less than thirty (30) days will not be considered in making awards.
3. Site Visit: In order to ascertain the true scope of the services requested, all bidders are urged and expected to inspect the site where services will be performed. Arrangements to do so may be made by contacting the buyer. Failure to inspect the site will **not** constitute grounds for a claim after contract award.
4. NOTE: If, upon visiting site, Vendor finds conditions that disagree with the physical layout as described in this bid, or other features of the specifications that appear to be in error, vendor shall notify the buyer immediately.
5. It shall be specifically agreed and understood that the Bidders may attend the Bid opening by appointment. It shall also be specifically agreed and understood that the decision of the University shall be final.
6. The University reserves the right to cancel this contract upon thirty (30) days written notice for failure of the Vendor to deliver on time, for delivery of unsatisfactory merchandise, or for any unsatisfactory performance by the Vendor as determined by the University.
7. This agreement may be terminated by either party with ____30__ days advance notice in writing.
8. Vendor compliance with the attached insurance requirements is mandatory, and evidence of such compliance must be submitted before work can commence.
9. The successful bidder will be required to assume responsibility for all services and/or products offered in his/her bid whether or not he/she produces them. Further, the University of New Orleans will consider the selected bidder to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.
10. List of distributors: The Vendor signing the bid shall be designated as the Prime Vendor on any contract/agreement resulting from this bid. If additional Vendors are authorized to receive orders for items covered under this proposal, the Vendor must submit, with bid, a list of those additional authorized distributors.

11.

Scope of Work: work shall include all labor, materials, and services required to provide security service which is acceptable to the University. **Purpose:** To provide the UNO Lakefront Arena with a highly visible Guard to deter crimes committed on campus.

Scope of Duties: The primary duty is to be highly visible and notify the UNODPSS of any suspicious activity within the assigned parking lots.

Guidelines:

1. The security officer will patrol the Lakefront Arena parking lots, coordinating patrol duties with the UNODPSS.
2. Overhead lights shall be on at all times while on patrol.
3. If suspicious activity is observed, the security officers shall notify the UNODPSS dispatchers at 504-280-6666.
4. Any additional duties per the UNODPSS shift Supervisor
5. The security officer is not to engage any suspects by themselves but can assist UNODPSS officers if requested.
6. All daily activity logs, incident reports and any other written communications shall be emailed to UNODP@uno.edu, daily.

12. Award to be made on an all-or-none basis.

13. Fiscal Funding: The continuation of any agreement entered into as a result of this bid past the current fiscal year is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

14. Escalation Clause: see item 17

15. Piggyback: Other Louisiana Governmental Agencies may purchase at the same terms and conditions if agreed upon by awarded bidder.

16.

Term.

Contractor shall furnish uniformed security officers for the Building(s) located on the Properties set forth in Exhibit A (each and collectively "Premises") for days commencing on 5/24/2021 through 06/30/2021 subject to special terms 6 and 7. The terms of this service contract include Exhibit A of the Proposal for Service for Lakefront Arena.

17. Wages and Billing.

(a) Promotions/Pay Increases. The wage program is designed to minimize guard turnover and to motivate guards to perform at a level above that which is required. Contractor personnel shall advance to a higher labor rate in accordance with the merit levels, as reasonably determined by Contractor and client/owner.

(b) Costs. The security officers will be employees of Contractor and Contractor will pay all wages, salaries, overtime, vacation, insurance, federal and state payroll taxes,

(c) Invoices. The Contractor shall submit (Bi-week ly/monthly) invoices for charges due under the Contract. The billing rates are reflected in **Exhibit D**. Applicable sales tax will be added in accordance with state law. Owner shall make payments for said invoices within 30 days. If Owner disputes any portion of the Contractor's monthly invoices, Owner may pay the undisputed portion of the invoice and advise the Contractor in writing of the disputed portion.

(i) Billing Rates. Billing Rates are set forth in Exhibit D.

(ii) Straight Time. Straight time billing rates shall apply to a normal forty (40) hour work-week.

(iii) Overtime. Under no circumstance shall the contractor schedule or allow any employee to work in excess of 40 hours in a single work-week. Overtime is not allowed.

(iv) Holidays. Approved holidays are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. 1-holiday billing rates shall start at 12:01 a.m. and end at 11:59 p.m. on Holidays.

(v) Holiday Rate. To be invoiced at one and one-half times the Billing Rate.

18. Health and Safety.

The Contractor shall observe all federal, state, and local laws and regulations pertaining to health and safety.

The client/owner agrees that it will comply with OSHA hazard communication standard and will indemnify and hold contractor harmless from all claims, including injuries to company employees arising out of a condition existing at client's premises or client's violation of any safety or health-related law or regulation.

Client further agrees to: (1) make available to Contractor the material safety data sheet for each hazardous chemical to which Contractor employees may be exposed at client's premises (2) inform Contractor of precautionary measures that need to be taken to protect Contractor employees and labeling all hazardous material.

The importance of safety of all workers shall be recognized, and accident prevention shall be an integral part of the Contractor's operations.

19. Debarment

Standard. Non-Federal entities and contractors are subject to the debarment and suspension regulations implementing Executive Order 12549, Debarment and Suspension (1986) and Executive Order 12689, Debarment and Suspension (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security's regulations at 2 C.F.R. Part 3000 (Non-procurement Debarment and Suspension).

Applicability. This requirement applies to all FEMA grant and cooperative agreement programs.

Suspension and Debarment (1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the contractor is required to verify that none of the contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935). (2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into. (3) This certification is a material representation of fact relied upon by (insert name of recipient/subrecipient/applicant). If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to (insert name of recipient/subrecipient/applicant), the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. (4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

EXHIBIT A
OWNERS AND
PROPERTIES

PROPERTY	PROPERTY ADDRESS	CONTACT NAME/INFORMATION
UNO Lakefront Arena	6801 FRANKLIN Ave. New Orleans, LA 70122	Sergeant Joshua Rondeno/ Gloria Walker

EXHIBIT B TRAINING

Newly assigned officers to an Owner/ client property will be required to pass the following training stages before they can be assigned to a post individually:

- a. Pass successfully state required training classes towards their license application in an institution certified under the state security licensing Unit.
- b. Study contractor policies and procedures (employee handbook, memos, disclosure forms. . .)
- c. On the Job Training supervised by the site supervisor (40/50 Hr) which will cover the following items:
 - Introduction of the SO to property managers and their team (office staff, engineers, cleaning)
 - Property Tour (know your work area, doors-, floors, tenants)
 - Life Safety Systems
 - Parking Policy around site (cars, bikes)
 - Parking policy of vendors in loading dock
 - Parking rules
 - Work schedule (know the hours of security operation and building operation and what is required to do during the work time schedule, weekdays/weekend schedule)
 - Equipment used on site
 - Security Forms used on site and location
 - Computer use and policies on policies (if applicable)
 - Review Site control panels (fire, alarm, elevator control) and what to do in emergency
 - Building policies and requirements
 - Access control (system used, access during hours, after hours, Tenants, visitors)
 - Delivery policy (Mail (USPS, UPS, FedEx), bond delivery)
 - Security team duties on site (lobby, loading docks)
 - Patrol duty on site (if applicable), system used, and hours. . .
 - Radio/telephone communication with UNOPD dispatcher/supervisor
 - What is allowed and not allowed on the post.
 - Incident response and reports writing policy on site
 - Chain of command – call order (504.280.6666 1st, then 504.280.6371 if necessary (both UNOPD lines); then, 504.280.7171 (Lakefront Arena Receptionist when necessary)
 - Theft prevention reports
 - Lost and Found policy
 - Public Relations and communications with visitors and tenants
 - Emergency response:
 - Elevator Malfunctions Entrapments
 - Fire alarm (False & real)
 - First aid response (single, multi injury)
 - Robbery (sites with bank location)

- Theft
- Slip and fall
 - Hazardous material
- Extreme weather conditions
- Bomb threat
- Hostage Situation
- Active Shooter
- Fire Extinguisher locations and how to operate fire extinguisher
- Site malfunction and reporting procedures (broken door, glass, lights not working. . .)
- Sexual Harassment (how to deduct and report)
- Site general orders and reading post orders (SO must read post orders before assign to a post)
 - Site supervisor will conduct first 7 hours where he/she will cover all items mentioned above (morning shift)
 - SO will then leave and come back for 32 **Hrs.** training on the shift that he/she is scheduled to take over
 - SO will then leave and come back for last meeting with the supervisor for Q's and verbal quiz about the training the officer received (1 hr.)

d. Annual refresher training (4 hours)

All officers (both new and existing) must annually complete four (4) hours of company orientation and emergency preparedness training on site as outlined for the following disciplines:

- Contractor and owner's policies and procedures
- Public relations
- Fire Alarm Systems - smoke, water flow, tamper switches, public address, etc.
- Bldg. Emergencies - elevator entrapments, fire, smoke, bomb threats, power failures, floods, hostage, active shooter, etc.
- Yearly review of building emergencies, incident and other related material

* In accomplishment/completion of each training stage SO will sign and date training check list.

Exhibit C

Staffing Levels

Security Coverage- 10-12 hours per day, as requested by facility operating schedule, 7 days a week with daily reports that shall be required of all shifts/personnel. Customer service is top priority; officers may be called upon to assist property management, engineering and building tenants. Patrol officer will be responsible for checking exterior doors (when instructed to by UNOPD Supervisor). Professional uniforms to be provided by Contractor, Contractor may use Owner or manager uniform provider. Owner or Manager will determine uniform selection.

	Post #1	Post #2	Post #3	Post #4
#of SO in each post per shift				
Post need to be covered by SO or Supervisor				
1 st shift hr				
2 nd shift hr				
3 rd shift hr				
Total # of SO per post				
Total SO needed for property				
Total labor hrs. per post per week				
Total labor hours of all post per week				

EXHIBIT D WAGE AND SALARY SCHEDULE

POSITION	BILLABLE PAY RATE ST/HR	OT	BILLABLE HOLIDAY RATE
SECURITY OFFICER	\$ 20.09	N/A	\$ 30.14
SUPERVISOR	\$ 18.46	N/A	\$ 27.69

CURRENT CONTRACTOR: EDIFICE PROTECTION GROUP INC

BILLABLE RATE \$21.94

description (if available), area where they are located within the grounds and the nature of the suspicious behavior.

10. Security Officers will assist UNOPD and Arena personal, providing escorts as needed and report any problems to UNOPD or Arena management.
11. Security Officers will check and ensure Press Drive Gate is secure; or, if required to be open for a baseball game, ensure that the South Loading Dock Baseball Gate is secure. (This prevents the crime thoroughfare to the South Parking Lot.)
12. Upon request, the security officer will block reserved parking spaces with parking cones, etc.
13. Security officer will monitor traffic flow throughout the grounds and provide services for special events upon request which includes but not limited to:
 - Assist and direct EMT and fire trucks entering the grounds.
 - Redirect guests seeking COVID19 Testing/Vaccination to the North Lot and provide clear directions.
14. Security officer will monitor cars in South and VIP Parking Lots.
15. Other requests – UNO may provide special request from time to time for on-site guards to assist.

Security Specifications

1. Mutually agreed upon guard service will provide unarmed uniformed security officers for the Lakefront Arena.
2. Security personnel must be licensed and certified by the La. State Board of Private Security, as well as the New Orleans Police Department and have a clear driving record.
3. Lakefront Arena will provide a monthly staffing schedule. The proposed schedule will be eight to ten hours a day, seven days a week and/or as required by facility operating hours for the Lakefront Arena. Unscheduled lapses in security coverage should be reported to UNOPD, at minimum, four hours prior to the deficiency so that we can make alternate arrangements for patrol.
4. Security Officer on duty MUST call the UNOPD dispatcher upon arrival and departure from the post; that is, ALL SO's MUST CHECK IN AND OUT BY DIALING 504.280.6666 AND COMMUNICATING WITH THE ON DUTY POLICE DISPATCHER WHO WILL DOCUMENT IN/OUT ACTIVITY IN CAD
5. Guard service will provide additional guard(s) upon request as needed but for facility operations/special events.
6. The guard service must provide and be fully financially responsible for the guard patrol vehicle and maintain current automobile insurance. The guard will patrol in said clearly marked guard service vehicle, fully equipped with cell phone, overhead emergency light bar with the alley light feature (both sides) to patrol and monitor the parking area as well as the parking facilities. Note: light package features are negotiable.
7. The accepted agency will be totally responsible for maintaining said patrol vehicle and will be required to have a back-up vehicle in the event of a breakdown.
8. Security Officers will complete Incident Reports, respond, and report all incidents to UNOPD and Arena management immediately. All incidents should be documented in detail and forwarded to UNOPD (via email) within 24 hours of the occurrence of the incident.
9. Suspicious persons should be reported to UNOPD immediately and include as much of the following as possible: vehicle make/model/license plate, physical description/clothing;

3. Grooming Standards. The following grooming standards shall apply to security personnel at all times when on duty) at the Property.

- (a) Hair length for male officers shall not fall below the upper one-third (1/3) of the ear, nor will it hang over the collar of the uniform shirt;
- (b) Hair shall not be cut in such a manner as to appear to have designs;
- (c) Male officers will be permitted to wear mustaches, provided that the same do not extend past the corners of the mouth;
- (d) Sideburns for male officers shall not extend past the bottom of the earlobe and shall not exceed one (1) inch in length;
- (e) Male officers shall not wear beards or goatees of any type;
- (f) Except as provided elsewhere herein, male officers shall report to work clean-shaven;
- (g) Facial makeup worn by female officers shall be conservative and not excessive;
- (h) Cologne and perfumes shall be mild in scent and subject to Owner's discretion;
- (i) Female officer's fingernails will not be extraordinary in length and shall not interfere with performance of the services; and
- (j) Fingernail polish, if worn will be either clear or a muted color.

4. Subject to Change. The uniform, dress and grooming standards set forth herein shall be subject to modification by Owner from time to time, at Owner's discretion.

**EXHIBITE
UNIFORMS**

1. Uniforms. Contractor shall furnish to security personnel the following uniforms and equipment in reasonable numbers as determined by Contractor:

- (a) White dress shirts & Tie;
- (b) Black Blazer & black Slacks;
- (c) Belt and shoes provided by employee;
- (d) Each employee is required to wear black clean shoes.
- (e) Coat to each employee based on weather conditions
- (f) No emblems or patches has on uniforms.

Contractor understands Owner requires a standard uniform specification and Contractor assumes responsibility for procuring the specific uniform that directs Owner's approval. Contractor shall be responsible for updating the uniforms at a standard market wear and tear schedule. Dry cleaning costs will also be the responsibility of the Contractor.

2. Dress Standards. The following dress Standards shall apply to security personnel at all times when on duty at the Property.

- (a) All security personnel must wear black shoes as part of the uniform;
- (b) Only black socks shall be worn;
- (c) All security personnel will wear black leather belt as part of the uniform;
- (d) The name badge shall be worn at all times affixed either to the shirt pocket or the inside pocket of the double-breasted blazer;
- (e) Only a nametag approved by Owner and provided by Contractor will be worn on the uniform;
- (f) If an undershirt is used to be worn under the uniform shirt has to be a clean white v-necked T-shirt by all male security personnel;
- (g) Female security personnel will wear a brassiere at all times while on duty;
- (h) Sunglasses shall not be worn while on duty;
- (i) Only one ring per hand may be worn;
- (j) No bracelets shall be worn unless they are of the medical-alert variety;
- (k) Chains and necklaces, if worn, shall not be visible;
- (l) Male security personnel shall not wear earrings while on duty.
- (m) Female security personnel may wear earrings if they have pierced ears, consisting of only Simple post and studs (no hoops, dangling or clip-on earrings to be allowed).